

CLASS TITLE:

**ASSOCIATE DIRECTOR
HUMAN RESOURCES AND
SUPPORT SERVICES (DHS)**

Class Code: 02737700

Pay Grade: 43A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Human Services to be responsible for planning, coordinating, directing and controlling a comprehensive personnel and labor relations program, and a comprehensive training and development program; to be responsible for directing the Department's Corrective Action Programs; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of the Department of Human Services with considerable latitude for the exercise of initiative and independent judgement; work is reviewed for results obtained and for conformance to pertinent laws, rules and regulations.

SUPERVISION EXERCISED: Plans, directs and coordinates the work of a professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Human Services to be responsible for planning, coordinating, directing and controlling the department's functions relating to personnel, labor relations, staff training and development and Corrective Action Programs.

To be responsible for the development and implementation of personnel and labor relations operations in connection with the recruitment of departmental personnel in accordance with the Merit System Law and accompanying rules.

To coordinate and be responsible for a modern payroll system conforming to state policy.

To coordinate and be responsible for a comprehensive equal employment opportunity and affirmative action policy.

To research and prepare special or recurring reports containing facts, analyses and recommendations with respect to departmental personnel procedures which are consistent with existing policies, objectives, rules and regulations.

To submit necessary information relating to classification, employee status, suspensions, dismissals, reinstatements, reemployment, examinations and salaries.

To assist with the development of the departmental budget as it relates to training, personnel, legislation and employee relations.

To evaluate departmental programs relative to determining training needs independently, or in consultation with appropriate staff as subject matter specialist.

To provide supervision to the training staff engaged in various in-service programs.

To ensure coordination of in service training programs with the Division of Personnel Administration.

To develop and coordinate in service training programs to improve the effectiveness of departmental employees.

To direct the development of the Department's Corrective Action Programs.

To ensure compliance with all pertinent state and federal regulations.

To ensure appropriate resolutions of grievances and management and labor disputes.

To establish and maintain a system for organizational development and for optimum staff utilization.

To conduct hearings of a quasi-judicial nature on cases arising from the application of laws, rules, regulations and contracts concerning appeals presented to employees in the Department of Human Services.

To be responsible for following and interpreting legislative and court decisions which affect the application of laws, rules, regulations and contract interpretations concerning labor relations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of public administration and the ability to apply such knowledge in the direction of personnel, labor relations and training functions and Corrective Action; a thorough knowledge of the Merit System Law and Personnel Rules and the ability to interpret and apply such Act and Rules; a working knowledge of the principles and practices of departmental personnel training and employee relations program and the ability to apply such principles and practices; the ability to make complex, fact-finding studies and prepare analyses and reports thereon involving personnel and labor relation functions, operations, programs and policies; the ability to establish and maintain effective working relationships with subordinates, associates and superiors in relation to the development and maintenance of efficient personnel systems; the ability to evaluate the work of subordinates and assess staff utilization; the ability to prepare agendas and to address the public, both orally and in writing; the ability to develop policies and procedures related to personnel and employee relations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from college of recognized standing with a Bachelor's Degree in Business Administration, Management, or a related program; and

Experience: Such as may have been gained through: employment at a supervisory level in a personnel management program of a large private or governmental organization which involved all aspects of personnel management and labor relations and staff training and development.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 13, 1992

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